



## Memorandum

**To:** Justice Information Board Members and Designees  
**From:** Brian LeDuc, Program Director  
**Date:** 9/14/2004  
**Re:** Report of the Program Director – August 17—September 21, 2004

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### **Decision Package and Strategic Plan**

DIS submitted the JIN decision package on August 18. The Board unanimously approved the Strategic Plan, and I presented it, along with a transmittal letter signed by all eighteen Board members, to Governor Locke and the other designated recipients, on September 1. The plan has been posted to the JIN website at <http://www.jin.wa.gov/publications/strategicplan2005.htm>. I will provide bound copies to members and designees as soon as we receive them from the printer. In the meantime, DIS has produced a limited number of copies in-house, which I will provide to the legislators with whom I have scheduled meetings for next week's committee assembly. At this time, I have confirmed meetings with six senators and one representative. I am working with DIS to produce briefing materials to assist in this effort.

### **Byrne Grant RFP**

DIS issued the Request for Proposals (RFP) on August 16. We received four responses, and DIS staff are currently evaluating them to confirm that they meet the minimum criteria set forth in the RFP. The steering committee (Tom Clarke, AOC, Trever Esko, King County, George Helton, Yakima County, Dan Parsons, WSP and Cammy Webster, DIS) will evaluate the proposals over the next two weeks to determine whether further interviews are required. DIS staff will evaluate the financial proposals, which were submitted separately.

### **Summary Offender Profile (SOP)**

Templar Corporation, the system developer, has submitted a validation set of WSP data to help us confirm that SOP queries are generating the correct results. WSP has validated the results, and Templar will now show that they are being properly rendered by the SOP application. They will soon conduct a similar exercise with AOC data.

When this is completed, we will conduct a second pilot deployment. I met with Mark Knutson and Arnold Blaker of the Law Enforcement Support Agency (LESA) to begin planning for this effort, and we have scheduled a briefing for potential users on September 22.

### **Minutes**

The draft minutes from the August Board meeting are attached to this report.

### **Next Meeting**

The next Board meeting is scheduled for October 19 from 10-12 in the DIS Boardroom.



## Integrated Justice Information Board

### Meeting Minutes August 17, 2004 (DRAFT)

**Item:** Mike McVicker welcomed the group.

**Item:** Approval of July 12, 2004 Minutes

**Action:** Motion made to approve minutes. Motion carried.

**Item:** Report of the Program Director

**Item:** Summary Offender Profile Pilot Deployment

**Action:** The system developer has updated the design document to help convey what people are and are not getting. Need to complete functional testing to validate that the application is working as advertised. Request to AOC and WSP for test records to complete functional testing. As soon as those are received, it has been arranged for people from the law enforcement support agencies, mostly Tacoma and Pierce county, to serve as a second pilot group. Hoping to get functional testing done this month so we can go forward with the second pilot.

**Item:** Decision package

The decision package will be submitted by DIS on 8/18/04. Funding requests will be made for three positions, Program Director, Technology Officer, and Communications Lead. Suggestions were made to have language requesting general fund money and then to seek alternate funding later if necessary.

**Item:** Byrne Grant RFP

The request for proposal was issued 8/16/04. Brian thanked George Helton from Yakima County, Trevor Esko from King County, Tom Clarke from the Courts, Dan Parsons from WSP, and Cammy Webster and Cynthia Alexander from DIS for assisting. Responses are due September 10<sup>th</sup>. Brian will report further at next meeting.

**Item:** Strategic Plan

A draft was provided to the Board. Brian stated that the law that created the Board requires a September 1<sup>st</sup> report to the Governor, the Supreme Courts and some key legislative members setting out the Board's recommendations concerning legal changes, appropriations and other material to establish the justice information network or an integration vision. Discussion items were:

- Need to establish a framework for information sharing both from a performance and security standpoint.
- Reflected in the DIS decision package as well as the strategic plan. Need to build the program office into a competency center, which will share information about state and local projects, provide reusable documentation, plans, or software components, and also develop services like the one being developed with the Byrne grant and the Summary Offender Profile.
- Also provide consulting help to JIN constituents.

**Action:** Motion to approve the draft conditionally so that the Board can review it in detail and respond via e-mail with their approval or concerns. Brian will then call for a final electronic vote. Motion carried.

**Item:** Agenda items for next meeting:

Report from Program Director on Legislative activities to try to move along the decision package, etc., and progress reports on SOP and the Byrne Grant RFP. Brian said that he did not anticipate any action items and Mike McVicker suggested that a written report would suffice. There being no objection, the September Board meeting was canceled.

**Item:** Next meeting is scheduled for October 19th, 2004 in the DIS Boardroom from 10:00 – noon. Brian will provide a JIN Program Office update in lieu of the September meeting.

**Members present:**

Garry Austin, Office of Financial Management  
Paul Beckley, Washington State Patrol  
Everett Billingslea, Governor's appointee  
Scott Blonien, Attorney General's office  
Dave Guthmann, Juvenile Rehabilitation Administration  
George Helton, Association of Counties and Cities  
Joe Lehman, Department of Corrections

Janet McClane, Administrative Office of the Courts  
Mike McVicker, Department of Information Services  
Terri Nielsen, Association of County Clerks  
Fred Stephens, Department of Licensing  
Denise Turner, Washington Association of Sheriffs & Police Chiefs